

Reporting Food Assistance Changes

Date:

Case #:

You received this letter because you were recently approved for Food Assistance (FA) benefits. This letter explains how and when to report changes that happen while you receive benefits. This form is for the FA program only. If you get Medicaid or Family Investment Program (FIP) benefits, you must report changes for those programs within 10 days of when the change happens.

Important! The changes listed below must be reported by the 10th of the next month after the change happens.

Your household's gross income limit is \$_____. Gross income is the amount before taxes and other deductions are taken out. At the end of each month:

1. Add up the gross income everyone in your household got in the month.
(This means income of all people who live and eat with you.) \$ _____

Add \$_____, to your other kinds of income. This is the amount we
count each month as self-employment earnings. + _____
2. Subtract child support anyone in your household paid in the month. - _____
3. Write down how much is left. = \$ _____
4. If the amount in number 3 is more than \$_____, **you must tell us
by the 10th of the next month.**

If the following person(s) stop working 80 or more hours in a month, report by the 10th:

If you don't report on time, you will have to pay back benefits. If you purposely withhold information, you may be cut off Food Assistance for more than a year, pay fines or face criminal charges.

How to Report

- Call to 1-877-347-5678, or
- Email IMCustomerSC@dhs.state.ia.us, or
- Fax information to 515-564-4041
- Mail to: DHS Image Center 1, 417 E Kanesville Blvd, Council Bluffs, IA 51503-4470

Keep this form so that you know how and when to report changes.